



RM OF PRINCE ALBERT No.461

99 River Street East, Prince Albert SK S6V 0A1

Phone: (306) 763-2469 Fax: (306) 763-6369

Email: cao@rmprincealbert.ca

Website: www.rmprincealbert.ca

OFFICE SUMMER STUDENT

Rochelle Neff, CAO
Karri Willick, Assistant CAO

Office Summer Student with duties to start as soon as possible.

The Rural Municipality of Prince Albert No. 461 is looking to hire a **Summer Student** who is wanting to learn and grow within Municipal Government. **Hourly wage for selected applicant is set at \$15/HR, 7 HR Workdays to a maximum of 35/HRS Per Week.**

On-The-Job Training (May include, but not limited to):

- Communicate with the public and staff
- Sorting and distributing incoming mail and prepare outgoing mail
- Answering the phone to take messages or redirecting calls to the appropriate colleagues
- Maintaining files and records so they remain updated and easily accessible
- Operating basic office equipment
- Perform data entry's; may include Civic Addressing
- Filing/paper management
- Performing a variety of other clerical duties

The Successful Applicant Should Possess:

- Office experience is an asset; however, training can be provided
- Computer skills
- Great time management skills and the ability to work unsupervised
- Great communication and documentation skills
- Self-motivation skills

Your Resume Should Include:

- Past and present work experience
- Education and skills
- Copies of all certifications
- Two references

We thank all applicants for your interest, only those selected for an interview will be contacted.

Please have resumes submitted by Friday, May 13th, 2022, no later than 5pm to:

EMAIL: cao@rmprincealbert.ca FAX: 1.306.763.6369

MAIL: 99 River Street East, Prince Albert, SK S6V 0A1